

**TOWN MANAGER'S REPORT**  
**NOVEMBER 2020**

➤ **Financial Report YTD FY21**

- Unrestricted General Funds Balance \$7,783,551; Restricted Funds Balance \$5,169,871
- General Revenue \$1,495,911; Budget \$1,308,695; 114.31% of budget
- General Expenses \$439,088; Budget \$1,308,695; 33.55% budget
- Restricted Revenue \$1,143,293; Budget \$812,373; 114.31% of budget
- Transfer Tax Expenses \$595,888; Budget \$1,219,920; 48.85% of budget
- Grants/Other Expenses \$150,320; Budget \$193,093; 77.85% of budget
- Total Cash Assets \$12,979,453; Total Cash Liabilities \$176,946

➤ **Participated in the following meetings:**

- Nov 2<sup>nd</sup> - Andrew and I had a ZOOM meeting with Debbie Pfeil of KCI regarding rezoning the parcels that Town Council approved on the future land use map in the comprehensive plan.
- Nov 4<sup>th</sup> - Lisa and I had a Microsoft Teams Meeting with our representatives of WSFS to review our cash management on the Town's banking accounts.
- Nov 5<sup>th</sup> - I shopped for items for the Stockings for Soldiers campaign. Even though our volunteers were unable to sew stockings this year, Chairperson Patti Moulder still collected items for this program and delivered to Georgetown.
- Nov 5<sup>th</sup> - Attended the Charter Review Committee Meeting.
- Nov 10<sup>th</sup> - Andrew and I met with Ardent Company's representative Rod Hart and his new planning team.
- Nov 10<sup>th</sup> - Eric, Andrew, and I attended a webinar presented by ICMA entitled "Improving Your Jurisdiction's Development Review Process."
- Nov 10<sup>th</sup> - Attended Town Council Meeting.
- Nov 17<sup>th</sup> - Attended ZOOM Meeting with Delaware Women Leading Local Government
- Nov 17<sup>th</sup> - GMB was on site to begin research for the Long-Term Reserve Study
- Nov 18<sup>th</sup> - Attended ZOOM Meeting City Management Association of Delaware.
- Nov 19<sup>th</sup> - Held a staff meeting to review process and procedures during COVID.
- Nov 24<sup>th</sup> - Attended Town Council Workshop via GoToWebinar.

➤ **Announcement:**

Please find attached a letter I received from Ms. Judy Schwartz, P.E., of GMB announcing the promotion of our very own Andrew J. Lyons, Jr., to Vice President and a new owner of the firm! I'm so very proud of Andrew and this promotion is well deserved. He works very hard for the Town of Millville and will continue to do so.

Also, Ms. Schwartz announced her retirement after 40+ years of consulting work.

**PUBLIC EVENT PERMIT ISSUED:**

1. Agape Creamery LLC - 11/22/2020 "Locals Thanksgiving" on site.

Attached are the following reports:

1. Crime Mapping for November ← site is down
2. Code & Building Department Report

Respectfully submitted,

Deborah Botchie

Town Manager

## Code & Building Department Monthly Report for November 2020

### BUILDING PERMITS

#### Total BP Issued: 23

- Single Family Homes 5
- Townhouse Units 3
- Minor 15
- Commercial 0
- Signs 0

#### Certificates of Occupancy/Completion Issued: 25

<b>Total Revenue</b>	<b>\$ 48,612.00</b>
BP SFH	\$ 29,332.00
BP SFTH	\$ 17,907.00
BP Commercial	\$ 0
BP Minor	\$ 1,373.00
Sign Permits	\$ 0
BP Violations	\$ 0

### DEVELOPMENT ACTIVITY

#### BISHOP'S LANDING:

**BL2:** Work continues. Infrastructure continues. The houses are going up in throughout phase 2 & 3.

**MBTS Sea Star Village:** Home construction continues, All Lots have been permitted.

**MBTS Sea Breeze:** Dirt being moved around. Pad sites being prepared. Culvert/crossing of beaver dam tax ditch completed. Infrastructure going in and possibly stone, curb and blacktop in the 1<sup>st</sup> phase by mid-December.

**PARKSIDE:** Black top down and grading back of curbs in progress. I anticipate permits will be requested soon.

**SEA EDGE:** Building in process.

**SOUTHERN LANDING:** Infrastructure beginning.

**TOWN PARK:** Pickle Ball Courts in progress. Conduit was repaired the end of Oct so now we are waiting on Contractor to come back and finish courts. Fiber Optic will be installed once it comes in. The employees would like to thank you for the Christmas bonus.

### CODE ENFORCEMENT: VIOLATIONS

TOTAL VIOLATIONS: \$ 250.00